

MEMORANDUM FOR MPFs/DPMs

FROM: HQ ARPC/DPBB  
6760 E Irvington Place #2020  
Denver CO 80280-2020

SUBJECT: **CORRECTED COPY:** FY06 Reserve of the Air Force Line and Non-line Captain Promotion Procedures. **SUPERSEDES 04-23, 6 Dec 04**

All changes are highlighted and primarily apply to the ANG with the exception of attachment 2 which applies to both ANG and AFR.

This memorandum describes the FY06 Reserve of the Air Force Captain Promotion process.

**Eligibility Criteria:**

Board Type	Date of Rank (DOR)	Board IDs
Air National Guard (ANG)	<b>30 Sep 04 or earlier</b>	A0306A
* Mandatory Selected Reserve (SelRes)		V0306A
** Mandatory Other than Selected Reserve (OTSR)		W0306A

\*SelRes categories include eligible Air Force Reserve officers assigned as Unit Traditional, Air Reserve Technicians, Active Guard Reserve (AGR), Individual Mobilization Augmentees, Selective Service and Limited Extended Active Duty (LEAD). Although LEAD is not part of the SelRes, the Secretary of the Air Force has directed LEAD compete with the SelRes.

\*\*OTSR categories include eligible reserve officers assigned in the Standby Reserve or Individual Ready Reserve (IRR).

Reserve Active Status List (RASL): **all officers** must have been on the RASL or active duty list, or a combination of both, continuously since 01 May 04. Any Guard or Reserve service performed, except by members on the Inactive Status List Reserve Section (ISLRS), in the inactive Guard or Retired Reserve section, qualifies as time on the RASL.

Officers with a RASL removal date (retirement, separation, etc.) **prior to 29 July 2005 are ineligible** for promotion consideration.

**It is highly encouraged that the MPF look at all assigned first lieutenants to confirm that all eligible officers are listed on the MEL, additionally, we recommend you pull a new MEL (ANG only).** Contact our Promotions Eligibility Division at DSN 926-6398 with any officer's name identified by the MPF as being eligible that is not identified in PRISM.

Eligible officers must be fully qualified to obtain the higher grade. IAW Title 10 United States Code Section 12205, no person may be promoted to a grade above first lieutenant without a baccalaureate degree from a qualifying educational institution. Attachment 4 contains a listing of eligible officers who do not have a baccalaureate degree updated in MilPDS. Based on this information, please provide a Do Not Promote (DNP) PRF stating "Member not qualified for promotion due to lack of baccalaureate degree." Attachment 5 is a sample letter to notify the member and attachment 6 is a sample letter to provide the eligible officer's senior rater. Officers in a prisoner, appellate leave, deserter or AWOL status

should also receive a DNP PRF. All promotion propriety actions (delay of promotion, removal from promotion list) apply to the captain process as they apply to other promotion boards.

**Eligible officers will be promoted to captain on the date the officer completes the required time in grade - 2 years; public release date; or Secretary of Defense approval; whichever is later.**

Officers not selected will receive a "second look" approximately one year later. Officers receiving a DNP PRF who are subsequently found to have been fully qualified due to appeal action, will be placed on the "FQ" lists for approval and promoted effective when the officer was deemed fully qualified and has met all promotion requirements.


**Action Officers:**

SUBJECT:	POC:	DSN:	TOLL FREE EXT.
Eligibility	HQ ARPC/DPBA	926-6398	1-800-525-0102
Officer Selection Records	HQ ARPC/DPBR-1	926-6341	1-800-525-0102
PRFs / OPRs / ROPs / MELs	HQ ARPC/DPBR-2	926-7475	1-800-525-0102
All other matters	HQ ARPC/DPBB	926-6351	1-800-525-0102

//SIGNED//

KRISTINA M. BOERMEESTER, Lt Col, USAF  
Deputy Chief, Reserve of the Air Force Selection  
Board Secretariat

**Attachments:**

1. Processing Instructions/Definitions
2. Milestones
3. Junior and Senior Officers
4. First Lieutenant without Baccalaureate Degree 
5. Sample Letter to Member Missing Baccalaureate Degree
6. Sample Letter to Senior Rater of Member Missing Baccalaureate Degree
7. Sample Letter for Reviewer Determination
8. Sample PRF Referral Letter

## PROCESSING INSTRUCTIONS

**1. Definition of Senior Rater:** For the Air Reserve Component, the senior rater for officers competing for promotion to lieutenant colonel and below must be at least a colonel serving as a wing commander or equivalent as determined by the management level.

**2. Definition of Reviewer:** For members of the Air National Guard, the reviewer is defined as the State Adjutant General. For members of the Air Force Reserve, the reviewer is defined as the senior rater's rater.

**3. Master Eligibility Listings (MELs):** Using the "Submit Request" option in the PRISM "Navigator" menu, MPFs are required to retrieve MELs. **At a minimum, MPFs should request MELs weekly to track candidate additions and deletions.** We recommend MPFs send the MEL to the Senior Rater on or about 1 March 2005. For any additions after 1 March 2005, forward the name to the Senior Rater as soon as the individual is identified as eligible. Additions to the board file are made up to the cut-off date of the board (1 May 2005). It is imperative that MPFs continuously monitor PRISM for updates to the board file. **It is highly encouraged that the MPF look at all assigned first lieutenants to confirm that all eligible officer are listed on the MEL.** Contact our Promotions Eligibility Division at DSN 926-6398 with any officer's name identified by the MPF as being eligible and not identified in PRISM. The senior rater will certify their list of eligible officers and send the list to the Reviewer for final certification. The senior rater has the opportunity to place a name on their MEL, of any officer who they believe may be eligible for promotion, but whose name did not appear on the MEL. This officer's eligibility will be verified.

**4. PRFs:** PRFs are only required on officers **not recommended** for promotion by their senior rater. Senior raters will use AF Form 709, Promotion Recommendation (PRF), for making Do Not Promote (DNP) recommendations as described in AFI 36-2406, para 8.2. Once completed, the senior rater is required to notify the officer in writing of their right to appeal the DNP recommendation to the reviewer (attachment 8). The senior rater will provide the reviewer the PRF, a copy of the written notification to the officer, and the signed MEL.

**5. Reviewer actions:** The reviewer will consider the senior rater's recommendations listed on the MEL and forward it to: HQ ARPC/DPBR, 6760 E. Irvington Pl #2030, Denver, CO 80280-2030 not later than 1 May 2005. For DNP recommendations, the reviewer will consider the PRF and any rebuttal information provided by the candidate before making a determination. A letter from the reviewer (attachment 7) and all supporting documentation (PRF and any rebuttal information) will be forwarded to one of the following offices not later 6 May 05.

ANG – ANG/DPFOO, 1411 Jefferson Davis Highway, Arlington, VA 22202-3231.

USAFR – HQ ARPC/DPBR, 6760 E Irvington Pl #2030, Denver CO 80280-2030.

**6. Records of Performance (ROPs) and Duty Qualification History Brief (DQHB):** AFI 36-2406, Attachment 1, describes the contents of the ROP. The DQHB is the only system approved inquiry, which is available in PRISM.

- a. ANG and USAFR unit assigned officers and AGRs: the MPF servicing the senior rater will provide ROPs and DQHBs to the senior rater.
- b. IMAs and other individual reservists (e.g., Cat E): HQ ARPC/DPBR (DSN926-7475) will provide ROPs on IMAs and other individual reservists at [http://arpc.afrc.af.mil/promo/rop\\_request.htm](http://arpc.afrc.af.mil/promo/rop_request.htm). For candidates who have been added to the board, you may contact HQ ARPC/DPBR2 at the number above or email [arpc.dpbr2dl@arpc.denver.af.mil](mailto:arpc.dpbr2dl@arpc.denver.af.mil) to request the ROP.

### **Milestones (AFR Only)**

12 Nov 04    Approximate date mandatory board data created in PRISM (board build)  
31 Jan 05    Senior Rater Accounting date  
17 Mar 05    Senior Rater written notification due to member of DNP recommendation  
16 Apr 05    DNP PRF rebuttal due to Reviewer  
**6 May 05**    DNP PRFs (to include appeal and reviewer determination letter) and signed  
                 MELs due to HQ ARPC/DPBR2  
**6 May 05**    HQ ARPC close out date; PRISM updated – “board” adjourned  
1 Sep 05    Approximate date public release of promotion results

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## JUNIOR AND SENIOR OFFICERS IN THE PROMOTION ZONE

In accordance with Title 10, USC, Section 14105, the following information is provided regarding the name and date of rank of the junior officer and of the senior officer, Air National Guard and Air Force Reserve Selective Reserve (SelRes) and Other Than Selective Reserve (OTSR) in the promotion zone as of the date of this letter.

		<b><u>Junior Officer Name/DOR</u></b>	<b><u>Senior Officer Name/DOR</u></b>
Line	ANG	Doughty, Scott W. / 040913	Iyomasa, Jason K. / 000406
	SelRes	Pituch, Stephen N. / 040927	Agbunag, Cheryl A. / 991001
	OTSR	Gerace, Robert M. / 040927	McLean, Mark R. / 000812
Chaplain	ANG	Barmore, Matthew L. / 040428	Bell, Jonathan R. / 020108
	SelRes	Coles, Rochelle D. / 040824	Hudson, Kevin M. / 990821
	OTSR	<i>No eligible officers</i>	<i>No eligible officers</i>
Dental Corps	ANG	<i>No eligible officers</i>	<i>No eligible officers</i>
	SelRes	Kollasch, Lisa K. / 020803	Kollasch, Lisa K. / 020803
	OTSR	<i>No eligible officers</i>	<i>No eligible officers</i>
JAG	ANG	Horvath, Tracy L. / 040212	Hickey, Christopher S. / 021105
	SelRes	Renfro, Randy C. / 030106	Renfro, Randy C. / 030106
	OTSR	Lake, Aaron G. / 010330	Lake, Aaron G. / 010330
Medical Corps	ANG	Heick, Joann H. / 030503	Heick, Joann H. / 030503
	SelRes	<i>No eligible officers</i>	<i>No eligible officers</i>
	OTSR	<i>No eligible officers</i>	<i>No eligible officers</i>
Nurse Corps	ANG	Stacklin, Cheryl A. / 040918	Koepp, Mark E. / 991127
	SelRes	Wingert, James M. / 040826	Cicero, Stephen D. / 001123
	OTSR	Arnett, Brian M. / 040729	Anthony, Danielle M. / 001008
MSC	ANG	Shirley, Matthew W. / 040915	Bernd, Kevin L. / 021006
	SelRes	Wriglesworth, Julia K. / 040915	Jones, Bradley D. / 030425
	OTSR	Essick, Richard L. / 040422	Essick, Richard L. / 040422
BSC	ANG	Nix, Lindsey B. / 040913	Sampsonis, Christina E. / 020614
	SelRes	Wagendorf, Tina J. / 040920	Lane, Daniel R. / 020108
	OTSR	DeAngelo, Melissa M. / 040205	Hatcher, Sara C. / 030318

## **SAMPLE LETTER TO MEMBER MISSING BACCALAUREATE DEGREE**

(date)

(YOUR MPF)

(Rank, Name)

(Address)

(City, State, Zip Code)

Dear

You are eligible for promotion consideration to captain in Fiscal Year 2006. In order to be promoted above the grade of first lieutenant, you must have a baccalaureate degree. During our evaluation of your personnel record, we found that your baccalaureate degree is not listed. Keep in mind that master's degree information is masked for promotions through major; thus, if you have a master's showing but not a baccalaureate you need to contact AFIT (HQ AFIT/RRE at DSN 785-6565 ext. 4450, or 1-937-255-6565) immediately to correct this discrepancy. Without a baccalaureate degree, you are not qualified for promotion.

If you have any questions please contact (name, number).

Sincerely  
(MPF Commander)

**SAMPLE LETTER TO SENIOR RATER OF MEMBER MISSING BACCALAUREATE  
DEGREE**

(date)

MEMORANDUM FOR THE SENIOR RATER OF (Rank, Name)

FROM: (Unit/Office Symbol of MPF Commander)

SUBJECT: Baccalaureate Degree Missing

1. You are assigned as the senior rater for (Rank, Name) who is eligible for promotion consideration to captain in Fiscal Year 2006. During our evaluation of the member's personnel record, we found that a baccalaureate degree is not listed. A letter instructing him/her to work with AFIT to ensure this information gets updated was mailed on (date). IAW Title 10 USC Section 12205, no person may be promoted to a grade above first lieutenant without a baccalaureate degree from a qualifying educational institution. If a member does not have a baccalaureate degree they are not fully qualified for promotion. Based on this information, please provide a Do Not Promote PRF stating "Member not qualified for promotion due to lack of baccalaureate degree." Do Not Promote PRFs should be provided to the member no later than

17 March 2005.

2. If you have any questions please contact (Name, Number).

(MPF Commander)

## **SAMPLE LETTER FOR REVIEWER DETERMINATION**

(date)

MEMORANDUM FOR SAF/MR

FROM: Reviewer Office Symbol

SUBJECT: FY06 Reserve of the Air Force Captain Promotion Selection Process

In accordance with Secretary of the Air Force guidance, I have reviewed the "Do Not Promote" recommendation on (Rank, Name, SSN) and any rebuttal information provided and concur/nonconcur with the recommendation made by (Senior Rater Rank and Name).

(Reviewer Signature)

## SAMPLE PRF REFERRAL LETTER

(Date)

MEMORANDUM FOR (Ratee)  
(Ratee's Address)

FROM: (Senior rater's functional address symbol)  
(Senior rater's functional address)

SUBJECT: Officer's Right to Submit a Memorandum to (ANG – State Adjutant General; USAFR – senior rater's rater)

1. I have recently completed your AF Form 709, Promotion Recommendation. In this report, I recommended to (State Adjutant General or senior rater's rater) that you not be selected for promotion at this time. Because of this recommendation, I am reminding you of your right to submit a memorandum to (State Adjutant General or senior rater's rater).
2. If you believe this report is inaccurate, unjust, or unfairly prejudicial, you may write a memorandum to (State Adjutant General or senior rater's rater) concerning these matters. This memorandum must arrive at the (State Adjutant General or senior rater's rater) NLT (insert date DNP PRF appeal memo is due). In addition, you may apply for a review of the report under AFI 36-2401, once the report becomes a matter of record as defined in AFI 36-2406, Attachment 1.
3. Instructions as to what is permissible in a memorandum to (State Adjutant General or senior rater's rater) are provided in AFI 36-2504, paragraph 4.7. If you require further information concerning your right to submit a memorandum to (State Adjutant General or senior rater's rater), the MPF is available to assist you.

(Senior Rater Signature)  
(Typed name, grade, branch of service)

Attachment:  
AF Form 709